

Online Filing FY15

Using the formatted
Excel spreadsheet

Account Number: 047295

Asset Reporting

You can either download a formatted spreadsheet to enter your assets, or you may enter assets individually below. If you choose the upload option, Excel 2007, or newer, or Open Office is required. Once your assets have been entered and the spreadsheet saved, you can import it to your return using the following upload. [Click here for Instructions and General Information.](#) Once successfully imported, your assets will appear in the grid below.

[Link to formatted Excel Spreadsheet](#)

Import Excel Spreadsheet only

Browse...

Upload

**You must use this formatted spreadsheet
to upload asset information.**

Individual asset entry, edits, exporting a copy for your records, and preparing for final submission.

To enter a new asset individually, click the "New" link on the left side of the grid, enter the data and then click on the Update link which appears in place of the "New" link to save.

Editing and deleting assets already entered or imported is done by using a combination of check boxes on the left of the grid and buttons above the grid. By checking the box(es) adjacent to the asset, and then clicking the "Start Edit" button you can edit multiple assets at once. When done editing, click the "Update" button to save or the "Cancel" button to revert back to the old values. Deleting assets is done the same way as editing. Select the check box(es) adjacent to the asset and then click "Delete" to remove from the grid. The "Select All" and "Unselect All" buttons are there so you can easily select all the assets on the current page or unselect.

In order to save a copy of your reported assets, use the export options before final submission.

Start Edit

Delete

Select All

Unselect All

Export to XLSX

Export to PDF

#	#	Your Unique Asset ID	Owned, Lease or Leased to Own Owned, Lease or Leased to Own	Lessor Name Address, phone, email if available	Description with Number of Units	Nature of Use	Make/Model	Quantity	Year of Purchase YYYY	Purchase Price Whole Number Only	Total Purchase Price Qty x Price	Estimated Market Value Whole Number Only
New No data to display												
											\$0	\$0
Create Filter												

Back

Next

Account Number: 04729
Asset Reporting

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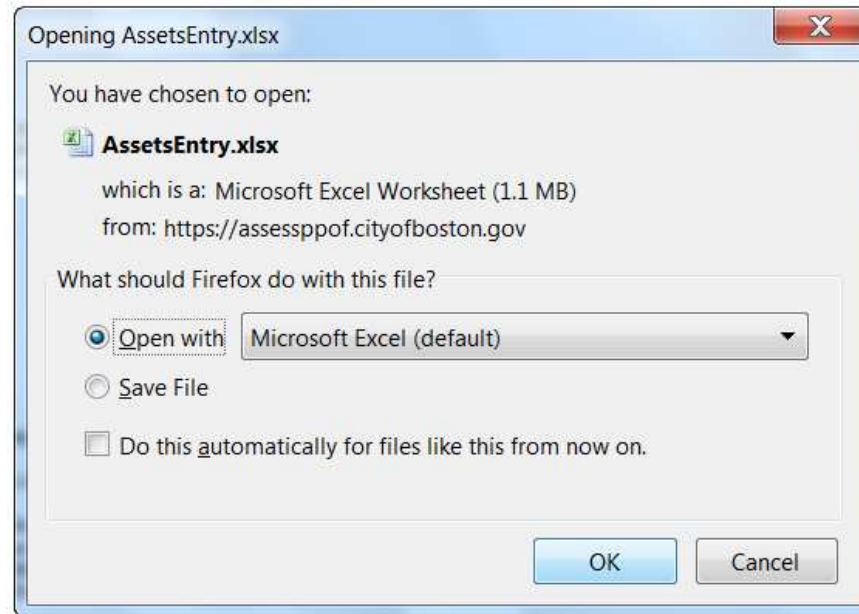
[Link to formatted Excel Spreadsheet](#)

Import Excel Spreadsheet only

Browse...

Upload

1. Click Link to open formatted Excel spreadsheet
2. Save to your computer
3. Enter the data
4. Save
5. Browse
6. Upload



Save to your computer and name as you wish.

Note: After you save the file you may want to log out of the website. If the website is inactive for 15 minutes the website will close automatically but will save all information entered.

A	B	C	D	E	F	G	H	I	J	K	L
	Your Unique Asset ID	Own, Lease or Leased to Own	Lessor Name	Description with Number of Units	Nature of Use	Make/Model	Quantity	Year of Purchase	Purchase Price	Total Purchase Price (Quantity X Purchase Price)	Estimated Market Value
		Own, Lease , Leased to Own		50 Character Limit: includes periods, commas, spaces etc			Whole Number Only	YYYY	Whole Number Only	DO NOT FILL/AUTOMATIC CALCULATION	Whole Number Only
1		↑		↑			↑	↑	↑	✓	\$0
2										✓	\$0
3										✓	\$0
4										✓	\$0
5										✓	\$0

25,000 asset lines are available.

Enter as much information regarding the asset as possible.

Required information are the columns which have a **sub-header**:

1. Own, Lease, Leased to Own
2. Description
3. Quantity
4. Year of Purchase
5. Purchase price

Note: each column is limited to 50 characters.

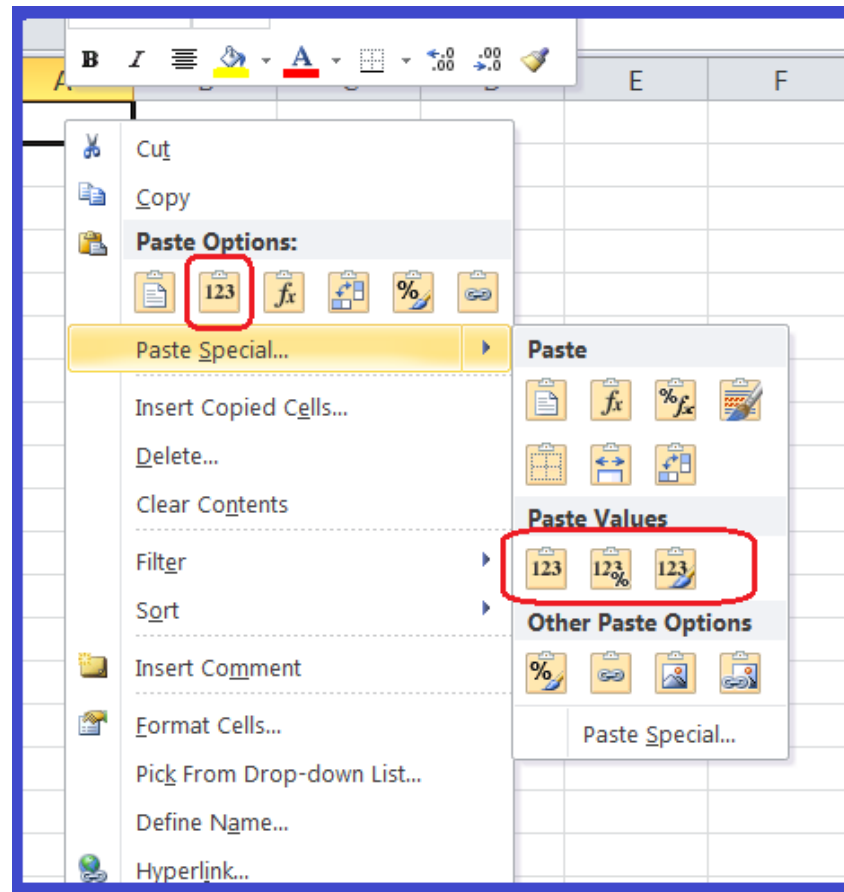
Below is an example of an error free spreadsheet.

Use whole numbers only: no decimals, commas, formulas, dollar signs, or **negative** numbers.
Use the Formula bar as a guide for each cells entry. Do not skip lines to separate types of assets.

Remember: This is a list of current assets **not a reconciliation.**

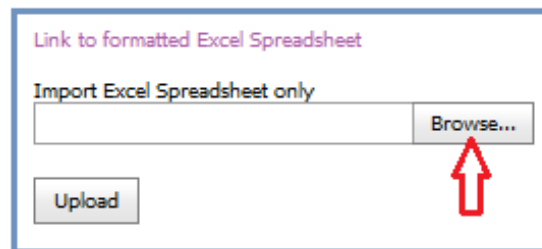
J3		fx		7000							
B		C	D	E	F	G	H	I	J	K	L
Your Unique Asset ID		Own, Lease or Leased to Own	Lessor Name	Description with Number of Units	Nature of Use	Make/Model	Quantity	Year of Purchase	Purchase Price	Total Purchase Price (Quantity X Purchase Price)	Estimated Market Value
		Own, Lease , Leased to Own		50 Character Limit: includes periods,commas, spaces etc			Whole Number Only	YYYY	Whole Number Only	DO NOT FILL/AUTOMATIC CALCULATION	Whole Number Only
1:FN-392		own		Furniture & others	FURNITURE		1	2001	\$7,000	\$7,000	
2:OE-111		own		Time stamp	OFFICE EQP		1	2001	\$3,603	\$3,603	
3:FN-388		own		3-workstation 1	FURNITURE		1	2001	\$1,445	\$1,445	
4:FN-389		own		3-workstation 2	FURNITURE		1	2001	\$1,445	\$1,445	
5:FN-390		own		3-workstation 3	FURNITURE		1	2001	\$1,445	\$1,445	
6:CC-117		own		Bridge 4 wire system	COMMUNICATIONS		1	2001	\$8,598	\$8,598	
7:FN-391		own		Artwork-Cannon Beach	FURNITURE		1	2001	\$1,095	\$1,095	
8:FN-551		own		PCS Signage 5	FURNITURE		1	2001	\$1,150	\$1,150	
9:FN-552		own		PCS Signage 6	FURNITURE		1	2001	\$758	\$758	
0:FN-553		own		PCS Signage 7	FURNITURE		1	2002	\$1,150	\$1,150	
1:FN-554		own		PCS Signage 8	FURNITURE		1	2002	\$2,751	\$2,751	
2:FN-393		own		12 chairs 1	FURNITURE		1	2005	\$766	\$766	

If you already have the information in another spreadsheet, you may transfer the information using the paste options below. Any formulas attached will not transfer and you will be able to load the spreadsheet without any issues.



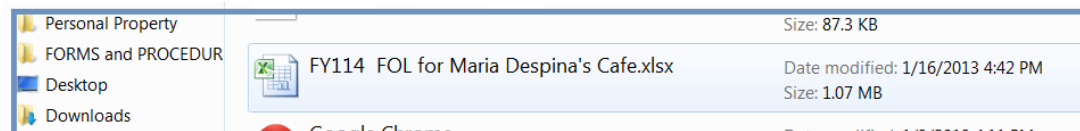
Once all your information has been entered, save and close the file.

Return to the website, proceed to the third page/screen and Browse



The screenshot shows a web form titled "Link to formatted Excel Spreadsheet". Below the title is a section labeled "Import Excel Spreadsheet only" which contains a text input field and a "Browse..." button. A red arrow points to the "Browse..." button. Below the input field is an "Upload" button.

Upload: find your document...




Account Number: 047295

Asset Reporting

You can either download a formatted spreadsheet is required. Once your assets have been entered successfully imported, your assets will appear

[Link to formatted Excel Spreadsheet](#)

Import Excel Spreadsheet only

FY114 FOL for Maria Despina's Cafe.xls 

If you accidentally upload the wrong document you can cancel by clicking the red **X**.

Upload